

COMMISSION ON TEACHER CREDENTIALING


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Coded Correspondence No. 95-9508

April 17, 1995

TO: All Persons Interested in the Activities of the Commission on
Teacher Credentialing

FROM: 
Philip A. Eich, Executive Director

SUBJECT: Approval of Title 5 Regulations Pertaining to Designated Subjects
Vocational Education and Adult Education Teaching Credentials
and Programs

This is to advise you that new and amended Title 5 Regulations pertaining to Designated Subjects Vocational Education and Adult Education Teaching Credentials and programs were adopted by the Commission on Teacher Credentialing on December 1, 1994, approved by the Office of Administrative Law on April 10, 1995 and will become effective on May 10, 1995. Specifically, Sections 80025.5, 80035.5, 80036.5, 80040.2.5, 80040.2.7, 80042, 80042.5, 80567, and 80569 have been newly added to the California Code of Regulations, Title 5; and Sections 80034, 80035, 80035.1, 80036, 80036.1, 80036.2, 80036.3, 80040, 80040.1, and 80040.2 of the California Code of Regulations, Title 5 have been amended. This correspondence includes a summary of the changes, a listing of important dates and milestones, a comparison of prior requirements with the new or amended requirements, and the new and amended regulations. Questions concerning these regulations may be directed to Sanford L. Huddy of my staff at (916) 322-2304.

Summary

- **Section 80025.5** establishes a new Designated Subjects Vocational Education 30-Day Substitute Teaching Permit to make substitute teachers with verifiable work experience available to serve in the various vocational education programs.
- **Section 80034** defines the terminology as used within the regulations dealing with designated subjects credentials. The amendments add to

and modify those certain definitions to adequately describe the terminology used in the regulations.

- **Section 80035** specifies the requirements for, authorization of, period of validity of, and renewal requirements for both the preliminary and clear full-time Designated Subjects Vocational Education Teaching Credential.

With respect to requirements, the amendments require that applicants: a) be fully apprised of all credential requirements by an approved local education agency rather than simply being "aware" of requirements by some unspecified means as was required; b) submit verification of qualifying work experience; c) complete personalized preparation requirements in two stages for the purpose of earlier acquisition of needed teaching skills (Level I to be completed within the first two years of issuance of the five-year preliminary credential and Level II to be completed prior to issuance of the clear credential), rather than the single five year time period that was required; and d) be allowed to obtain, without the need to appeal as was required, a one-time reissuance of a preliminary Designated Subjects Vocational Education Teaching Credential if all requirements for the clear credential are completed with the exception of the teaching experience requirement.

With respect to authorization, the amendments would not make any substantive change, but rather serves to clarify and simplify the existing authorization for service of a full-time Designated Subjects Vocational Education Teaching Credential.

With respect to period of validity, the amendments a) continue with the current five-year period of validity for an initial preliminary full-time Designated Subjects Vocational Education Teaching Credential, but specify that the credential would authorize service for no more than two years unless the credential holder presents verification of having met Level I requirements; and b) specify a five-year period of validity for the new one-time reissuance of a preliminary Designated Subjects Vocational Education Teaching Credential.

With respect to renewal, the amendments require verification of completion of 150 clock hours of professional growth to renew a clear full-time Designated Subjects Vocational Education Teaching Credential that is initially issued on or after July 1, 1996

- **Section 80035.1** specifies the requirements for, authorization of, period of validity of, and renewal requirements for both the preliminary and clear part-time Designated Subjects Vocational Education Teaching Credential.

With respect to requirements, the amendments require that applicants: a) be fully apprised of all credential requirements by an approved local education agency rather than simply being "aware" of requirements by some unspecified means as was required; b) submit verification of qualifying work experience; c) complete Level I personalized preparation

requirements within the first two years of issuance of the five-year preliminary credential, rather than the five year time period that was required; d) verify completion of health education requirements as specified in Education Code Section 44260.8; and e) be allowed to obtain, without the need to appeal as was required, a one-time reissuance of a preliminary Designated Subjects Vocational Education Teaching Credential if all requirements for the clear credential are completed with the exception of the teaching experience requirement.

With respect to authorization, the amendments clarify and simplify the existing authorization for service as well as clearly define, for the first time, the meaning of the "not more than half-time" provision of the authorization of a part-time Designated Subjects Vocational Education Teaching Credential.

With respect to period of validity, the amendments a) continue with the current five-year period of validity for an initial preliminary part-time Designated Subjects Vocational Education Teaching Credential, but specify that the credential would authorize service for no more than two years unless the credential holder presents verification of having met Level I requirements; and b) specify a five-year period of validity for the new one-time reissuance of a preliminary Designated Subjects Vocational Education Teaching Credential.

With respect to renewal, the amendments require verification of completion of professional growth (75 clock hours); and two years of work experience, completed during the five year period of validity of the clear credential, directly related to the subject named on the credential to renew a clear part-time Designated Subjects Vocational Education Teaching Credential that is initially issued on or after July 1, 1996.

- **Section 80035.5** specifies, for the first time, the subjects that can be placed on Designated Subjects Vocational Education Teaching Credentials (both part-time and full-time). Further, this section provides for the addition of new subjects, as the need arises
- **Section 80036** specifies the requirements for, authorization of, period of validity of, and renewal requirements for both the preliminary and clear full-time Designated Subjects Adult Education Teaching Credential.

With respect to requirements, the amendments require that applicants: a) be fully apprised of all credential requirements by an approved local education agency rather than simply being "aware" of requirements by some unspecified means as was required; b) submit verification of qualifying work experience; c) complete personalized preparation requirements in two stages for the purpose of earlier acquisition of needed teaching skills (Level I to be completed within the first two years of issuance of the five-year preliminary credential and Level II to be completed prior to issuance of the clear credential), rather than the single

five year time period that was required; and d) be allowed to obtain, without the need to appeal as was required, a one-time reissuance of a preliminary Designated Subjects Adult Education Teaching Credential if all requirements for the clear credential are completed with the exception of the teaching experience requirement.

With respect to authorization, only minor, non substantive amendments are made.

With respect to period of validity, the amendments a) continue with the current five-year period of validity for an initial preliminary full-time Designated Subjects Adult Education Teaching Credential, but would specify that the credential would authorize service for no more than two years unless the credential holder presents verification of having met Level I requirements; and b) specify a five-year period of validity for the new one-time reissuance of a preliminary Designated Subjects Adult Education Teaching Credential.

With respect to renewal, the amendments require verification of completion of 100 clock hours of professional growth to renew a clear full-time Designated Subjects Adult Education Teaching Credential that is initially issued on or after July 1, 1996

- **Section 80036.1** specifies the requirements for, authorization of, period of validity of, and renewal requirements for both the preliminary and clear part-time Designated Subjects Adult Education Teaching Credential.

With respect to requirements, the amendments require that applicants: a) be fully apprised of all credential requirements by an approved local education agency rather than simply being "aware" of requirements by some unspecified means as was required; b) submit verification of qualifying work experience; c) complete Level I personalized preparation requirements within the first two years of issuance of the five-year preliminary credential, rather than the five year time period that was required; d) verify completion of health education requirements as specified in Education Code Section 44260.8; and e) be allowed to obtain, without the need to appeal as was required, a one-time reissuance of a preliminary Designated Subjects Adult Education Teaching Credential if all requirements for the clear credential are completed with the exception of the teaching experience requirement.

With respect to authorization, the amendments clarify and simplify the existing authorization for service as well as clearly define, for the first time, the meaning of the "not more than half-time" provision of the authorization of a part-time Designated Subjects Adult Education Teaching Credential.

With respect to period of validity, the amendments a) continue with the current five-year period of validity for an initial preliminary part-time Designated Subjects Adult Education Teaching Credential, but specify that the credential would authorize service for no more than two years

unless the credential holder presents verification of having met Level I requirements; and b) specify a five-year period of validity for the new one-time reissuance of a preliminary Designated Subjects Adult Education Teaching Credential.

With respect to renewal, the amendments would verification of completion of professional growth (50 clock hours) to renew a clear part-time Designated Subjects Adult Education Teaching Credential that is initially issued on or after July 1, 1996

- **Section 80036.2** specifies the qualifying experience and/or education required in each subject that can be named on a Designated Subjects Adult Education Teaching Credential (both part-time and full-time). With the exception of the subjects of English as a Second Language and Elementary and Secondary Basic Skills, these subject requirements are consistent with prior requirements. The changes in requirements for the subjects of English as a Second Language and Elementary and Secondary Basic Skills reflect content that is more directly related to knowledge of these subjects.
- **Section 80036.3** identifies the subjects that can be named on a Designated Subjects Adult Education Teaching Credential (both part-time and full-time). The amendments more closely align these subjects with adult education program offerings than the subjects that were previously available. The amendments establish a single set of subjects for both part-time and full-time credentials rather than previous provisions which specified different subjects for part-time and full-time credentials. English as a second language, the subject with the highest student enrollments in adult education, is identified, for the first time, as a separate subject. Further, this section provides for the addition of new subjects, as the need arises.
- **Section 80036.5** provides that a preliminary Designated Subjects Adult or Vocational Education Teaching Credential which was issued prior to the effective date of the proposed changes shall remain in force as long as it is valid and shall be renewed if requirements for its renewal are met on time ("grandparenting").
- **Section 80040** specifies the procedures to be followed by local education agencies that seek Commission approval to offer a program of personalized preparation for designated subjects credentials. The proposed amendments do not make substantive changes, but rather simplify and clarify approval procedures.
- **Section 80040.1** describes the purpose of the program of personalized preparation as well as the cooperative nature of the process of planning an applicant's program of personalized preparation. The amendments specify, rather than imply as was the case, that program requirements must be met in accordance with Commission-approved standards. Other, non-substantive technical amendments are specified.

- **Section 80040.2** specifies the amount and content of the required programs of personalized preparation for the Designated Subjects Adult Education Teaching Credential (both part-time and full-time). The amendments are more descriptive, comprehensive and relevant to adult education than the previous, more generic requirements. The amendments establish requirements specifically for the teaching of adult learners and includes needed coverage of such important issues as diversity, instructional technology and interpersonal relations. Previous requirements were not specific to the teaching of adult learners.
- **Section 80040.2.5** requires Designated Subjects Adult Education Teaching Credential programs that prepare persons who teach adults with disabilities, English as a second language, and older adults to include demonstrated competence in instructional strategies, activities and materials that are appropriate to these specialized subjects and populations within the instructional practices component of their program of personalized preparation.
- **Section 80040.2.7** provides already approved Local Education Agencies with a one year time period to submit for Commission review a revised application for approval and revised program which reflect the new adult education requirements.
- **Section 80042** strengthens personalized preparation program requirements for full-time Designated Subjects Vocational Education Teaching Credentials to include competencies in the areas of curriculum, learning and instruction, classroom management, evaluation, foundations and special needs; specifies the content of Level I and Level II requirements; and increases from the previous minimum of 9 semester units or 135 clock hours of personalized preparation to a new minimum of 12 semester units or 180 clock hours.
- **Section 80042.5** provides already approved Local Education Agencies with a one year time period to submit for Commission review a revised application for approval and revised program which reflect the proposed vocational education requirements.
- **Section 80567** establishes 100 clock hours of professional growth requirements for the renewal of a clear full-time Designated Subjects Adult Education Teaching Credential; and 50 clock hours of professional growth requirements for the renewal of a clear part-time Designated Subjects Adult Education Teaching Credential. A wide range of options are made available which would provide continued learning in the subject matter, the occupation, and the educational process. These credential holders would be able to select their own professional growth advisor.
- **Section 80569** establishes 150 clock hours of professional growth requirements for the renewal of a clear full-time Designated Subjects Vocational Education Teaching Credential; and 75 clock hours of professional growth requirements for the renewal of a clear part-time Designated Subjects Vocational Education Teaching Credential. A wide

range of options are made available which would provide continued learning in the subject matter, the occupation, and the educational process. These credential holders would be able to select their own professional growth advisor.

The following is a listing of important dates and milestones to consider in the implementation of these regulations:

Important Dates and Milestones

Effective date of the new and amended regulations.	Unless otherwise specified, all of these new and amended regulations will take effect on May 10, 1995
Date by which an LEA with a currently approved program of personalized preparation for the Designated Subjects Vocational and/or Adult Education Teaching Credential must submit a revised application for approval in accordance with newly adopted program standards and requirements.	As soon as possible, but no later than May 10, 1996. Existing programs that are not revised and approved in accordance with newly adopted program standards and requirements by May 10, 1996 would no longer be approved to recommend candidates.
When will the Commission begin issuing two-level preliminary Designated Subjects Vocational and/or Adult Education Teaching Credentials?	Issuance of two-level preliminary credentials will be phased-in from May 10, 1995 through May 10, 1996. Candidates recommended for the issuance of preliminary credentials by LEAs with programs that have been approved in accordance with newly adopted program standards and requirements will be issued two-level preliminary credentials. Candidates who are recommended for the issuance of preliminary credentials by LEAs that have not been approved in accordance with newly adopted program standards and requirements will be issued preliminary credentials without the two-level designation. After May 10, 1996, all preliminary credentials will carry the two-level designation.

Important Dates and Milestones (continued)

How will you be able to identify a two-level preliminary Designated Subjects Vocational and/or Adult Education Teaching Credential?	The credential document will clearly state its terms of issuance and renewal.
Which applicants for clear Designated Subjects Vocational and/or Adult Education Teaching Credentials will be held for the completion of professional growth requirements?	The holder of any clear Designated Subjects Vocational and/or Adult Education Teaching Credential that is initially issued on or after July 1, 1996 will be held for the completion of professional growth requirements for their next and subsequent renewals. These credentials will carry the designation "Professional Clear".
What requirements will need to be completed by the holder of a preliminary Designated Subjects Vocational and/or Adult Education Teaching Credential which was issued prior to the effective date of these regulations?	These persons are "grandparented". Their preliminary credential will remain in force as long as it is valid and shall be renewed, provided all requirements for renewal are met in accordance with the requirements that were in effect at the time that credential was issued. Note: These persons will, however, be held to professional growth requirements as described above, if they receive their initial clear credential on or after July 1, 1996.

The following is a comparison of prior requirements with the new or amended requirements:

Comparison

Adult Education - Full Time

Major Credential Component	Prior Requirement	Change
Subject matter competence	Finite list of broad subjects	Revised finite list of more specific subjects, including ESL
	5-years of experience and/or education depending upon subject	No change in experience or education requirements. New subject related education requirements for "English as a Second Language" and Elementary and Secondary Basic Skills"
Minimum education	High school graduation	No change
Candidate counseling	"Awareness" of requirements	"Apprised" of renewal requirements by LEA
Personalized preparation	9 semester units or 135 clock hours in five years through CTC approved LEA	9 semester units or 135 clock hours in two stages within five years through CTC approved LEA. The first stage (Level I) consists of four semester units or 60 clock hours of CTC approved personalized preparation to be completed within the first two years of the five year preliminary credential. The second stage (Level II) consists of five semester units or 75 clock hours of CTC approved personalized preparation to be completed prior to issuance of the clear credential. Includes computer education. The instructional

		practices component of programs for "Adults with Disabilities", "English as a Second Language", and "Older Adults" to focus upon materials appropriate to teaching these subjects/learner populations.
Recommendation	LEA or ESD	No Change
"Other requirements"	U.S. Constitution, Health Education, CBEST (Academic Subjects)	No Change
Teaching experience for clear credential	Two years of full-time teaching experience	One course in each of four terms. Two terms with one ESD
Renewal of clear	Application and fee	For renewal of a clear credential that is initially issued on or after July 1, 1996: 100 hours of professional growth, application and fee

Adult Education - Part Time

Major Credential Component	Prior Requirement	Change
Subject matter competence	Extensive list of narrow subjects	Same subjects that are available for the full-time credential
	5-years of experience and/or education depending upon subject	No change in experience or education requirements. New subject related education requirements for "English as a Second Language" and "Elementary and Secondary Basic Skills"
Minimum education	High school graduation	No change
Candidate counseling	"Awareness" of requirements	"Apprised" of renewal requirements by LEA
Personalized preparation	4 semester units or 60 clock hours in five years through CTC approved LEA	4 semester units or 60 clock hours (Level I competencies) of CTC approved personalized preparation to be

		completed within the first two years of the five year preliminary credential. Computer education also required
Recommendation	LEA or ESD	No change
Health education	Not required	Required
"Other" requirements	CBEST (Academic Subjects)	No Change
Teaching experience for clear credential	Two-years of part-time teaching	One course in each of four terms. Two terms with one ESD
Renewal of clear	Application and fee	For renewal of a clear credential that is initially issued on or after July 1, 1996: 50 hours of professional growth, application and fee

Vocational Education - Full Time

Major Credential Component	Prior Requirement	Change
Subject matter competence	Unlimited number of subjects	Finite list of subjects
	5-years of work experience	No change
Minimum education	High school graduation	No change
Candidate counseling	"Awareness" of requirements	"Apprised" of renewal requirements by LEA
Personalized preparation	9 semester units or 135 clock hours in five years through CTC approved LEA	12 semester units or 180 clock hours in two stages within 5 years through CTC approved LEA. The first stage (Level I) consists of 6 semester units or 90 clock hours of CTC approved personalized preparation to be completed within the first two years of the five year preliminary credential. The second stage (Level II) consists of six semester units or 90 clock hours of CTC

		approved personalized preparation to be completed prior to issuance of the clear credential. Includes computer education.
Recommendation	LEA or ESD	No change
"Other" requirements	U.S. Constitution Health Education	No change
Teaching experience for clear credential	Two years of full-time teaching experience	One course in each of four terms. Two terms with one ESD
Renewal of clear	Application and fee	For renewal of a clear credential that is initially issued on or after July 1, 1996: 150 clock hours of professional growth, application and fee

Vocational Education - Part time

Major Credential Component	Prior Requirement	Change
Subject matter competence	Unlimited number of subjects	Finite list of subjects
	5-years of work experience	No change
Minimum education	High school graduation	No change
Candidate counseling	"Awareness" of requirements	"Apprised" of renewal requirements by LEA
Personalized preparation	4 semester units or 60 clock hours in five years through CTC approved LEA	6 semester units or 90 clock hours (Level I competencies) within first two years through CTC approved LEA. Computer education also required
Recommendation	LEA or ESD	No change
Health education	Not required	Required
Teaching experience for clear credential	Two-years of part-time teaching	One course in each of four terms. Two terms with one ESD
Renewal of clear	Application and fee	For renewal of a clear credential that is initially issued on or after July 1, 1996: 75 clock hours of

		professional growth, two years of work experience in the subject named on the clear credential completed during the period of validity of the clear credential, application and fee
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New and Amended Regulations

80025.5. Emergency Designated Subjects Vocational Education Permit for 30-Day Substitute Teaching Service.

(a) Requirements for issuance and reissuance of the Designated Subjects Vocational Education Permit for 30-Day Substitute Teaching Service include all of the following:

(1) High School Diploma or equivalent as defined in Section 80034(h);

(2) Verification, by employers, of five years of work experience directly related to a subject listed in Section 80035.5. Forty-eight semester units or the quarter unit equivalent of postsecondary vocational training, related to that vocational education subject and verified by official transcript, may be substituted for a maximum of two of the five years of work experience. This substitution may be made on a pro rata basis up to the two year maximum. Teaching shall not be considered as acceptable work experience.

(3) Submission of a completed Application for Credential Authorizing Public School Service (REV. 11/94); verification of completion of requirements specified in Subsections (a)(1), and (a)(2), above; unless clearance is already on file with the Commission, personal identification on duplicate fingerprint cards and the Application for Character and Identification Clearance (REV. 11/93); and payment of a fee as specified in Section 80487. Requirements for the third and subsequent reissuances shall also include verification of completion of 30 clock hours of professional growth requirements as specified in Section 80569.

(b) Authorization. The Emergency Designated Subjects Vocational Education Permit for 30-Day Substitute Teaching Service authorizes the holder to serve as a substitute in any classroom in any county in which the permit is registered provided the employing agency has a completed Statement of Need. Such substitute teaching shall be part of a program of technical, trade or vocational education. However, the holder shall not serve as a substitute for more than 30 days for any one teacher during the school year.

(c) The Statement of Need for 30-day Substitute Teachers must:

(1) describe the situation or circumstances that necessitate the use of an emergency permit holder, and

(2) state that either a credentialed person is not available, or that one or more credentialed persons are available, but do not meet the specified employment criteria established by the employing agency, and

(3) be prepared and signed by, as applicable, the superintendent of the employing school district, the superintendent of the employing county if the service will be rendered in county operated schools, or the head of the state agency under which the employing school operates.

(d) An Emergency Designated Subjects Vocational Education Permit for 30-Day Substitute Teaching is valid for no less than one year and expires one calendar year from the first day of the month immediately following the date of issuance.

NOTE: Authority cited: Section 44225, Education Code. Reference Section 44300(g), Education Code.

80034. Designated Subjects Credentials and Programs: Definition and Terms.

(a) The term "Academic Subjects," as it applies to designated subjects adult education credentials, means those studies that are liberal, classical and/or related to high school graduation requirements, rather than technical or vocational, including, but not limited to the subjects contained within the following categories:

- (1) Elementary and Secondary Basic Skills;
- (2) English;
- (3) English as a Second Language;
- (4) Fine Arts;
- (5) A Language Other than English (specify);
- (6) Mathematics;
- (7) Science; and
- (8) Social Sciences.

(b) The term "non-academic subjects," as it applies to designated subjects adult education credentials, means those subjects that are technical or vocational, rather than liberal or classical, including, but not limited to the subjects contained within the following categories:

- (1) Adults with Disabilities;
- (2) Health and Safety;
- (3) Home Economics;
- (4) Older Adults;
- (5) Parent Education ; and
- (6) Vocational Education.

(c) "Local Education Agency" (LEA) as it applies to designated subjects credentials, means any of the following categories of agencies which are authorized to develop, submit and implement a Commission-approved program of personalized preparation, as listed in Sections 80040.2, 80040.2.5 and 80042:

- (1) A California public school district or consortium of school districts;
- (2) A California county superintendent of schools office;
- (3) A California regional occupation program or center;
- (4) A California State Agency;
- (5) A Commission-approved teacher preparation institution;

(d) "Employing School District" (ESD) means a California school district, county superintendent of schools office, or other public education agency, or private school of equivalent status that employs holders of designated subjects credentials to teach vocational, adult or special subjects classes.

(e) "Two years of successful teaching" means:

(1) for any designated subjects teaching credential, teaching a minimum of one course in each of four terms within the five-year period of validity of the

preliminary designated subjects credential. Two of these terms must be with one ESD ; or

(2) for the designated subjects vocational education teaching credential, a minimum of 360 clock hours of supervised occupational student teaching.

(f) "Program of Personalized Preparation" means a program submitted by a LEA approved by the Commission on Teacher Credentialing for the purpose of developing pedagogical or andragogical skills and understandings specific to the needs of designated subjects credential holders.

(g) "Equivalent to the high school diploma" means:

(1) a diploma based on passage of the General Education Development Test; or

(2) the foreign equivalent to the high school diploma which is a diploma, certificate, or the title awarded to mark the completion of a program normally requiring twelve years of schooling, or required for admission to an institution of higher education. Examples of such foreign equivalents are listed in the "Placement Recommendation" of the American Association of College Registrars and Admission Officers' "World Education Series" and the U.N.E.S.C.O. "World Survey of Education, IV, Higher Education".

(h) "Work experience," as it applies to designated subjects vocational education teaching credentials, means full-time or part-time experience directly related to the subject to be named on the credential. Work experience may be paid or not paid. No more than one year of work experience shall apply toward meeting designated subjects credential requirements during any twelve calendar month period. 1500 clock hours shall be the minimum required for each year of work experience. Part-time work experience may be cumulated to equate to the required 1500 clock hours of work experience.

(i) "Vocational teaching experience" means experience as a teacher or instructor of the specific subject to be named on the credential in any course that is intended to result in the entry-level employment of the students enrolled in that course. One class hour of vocational teaching experience is equal to one clock hour of work experience.

(j) "College level related coursework" means postsecondary coursework that is offered by an accredited college or university that directly relates to the subject to be named on the credential. One semester unit of college or university coursework, for the purpose of computing work experience for the designated subjects vocational education credential only, equates to sixty-two and one-half (62 1/2) clock hours.

(k) "Non-college related coursework" means coursework, workshops, or seminars offered by an agency other than an accredited college or university that provides upgrading or development of skills directly related to the subject to be named on the credential. One class hour of non-college related coursework is equal to one clock hour of work experience.

(l) "Occupational internship" means a planned occupational experience offered by an educational agency in cooperation with an employer designed to provide the intern with depth, breadth and expertise in the subject to be named

on the credential. One class hour of occupational internship experience is equal to one clock hour of work experience.

(m) "Supervised occupational student teaching" means a planned course of instruction that is approved by the Commission and offered by an LEA for the purpose of providing the student teacher with depth, breadth and expertise in pedagogical skills through actual classroom teaching experience in an occupational program or programs in the public schools. Such occupational student teaching shall be offered by the LEA if there is an appropriate course or program available where the supervised occupational student teaching may occur. Supervised occupational student teaching shall be offered in cooperation with an ESD and shall be supervised by both the LEA and the ESD.

(n) "Verification of experience" or "verification of work experience" means confirmation of the applicant's qualifying experience, in writing, signed by the applicant's past or present employer(s) on company letterhead that attests to and or includes all of the following:

- (1) employer's name, address and telephone number;
- (2) the working relationship of the person signing the verification to the applicant;
- (3) beginning and ending dates of employment;
- (4) complete description of duties;
- (5) a statement as to whether or not the employment was full-time; if employment was less than full-time, an accounting of the number of hours the applicant was employed;
- (6) If the applicant was self-employed or if the applicant's experience was avocational, verification shall include a statement, signed by the applicant under penalty of perjury, detailing the information described in (n)(1) through (n)(5), above, and must be further substantiated, in writing, by other person(s) having first-hand knowledge of the applicant's self-employment or avocation, such as the applicant's accountant, major supplier of goods, or major user of goods or services.

(o) "Experience," as it applies to designated subjects adult education teaching credentials, means full-time or part-time experience directly related to the subject to be named on the credential. Experience may be paid or not paid. No more than one year of experience shall apply toward meeting designated subjects credential requirements during any twelve calendar month period. 1500 clock hours shall be the minimum required for each year of experience. Part-time experience may be cumulated to equate to the required 1500 clock hours of experience.

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44260, 44260.1, 44260.2, 44260.3, 44260.4, and 44260.5, Education Code.

80035. Specific Requirements for and Authorization of the Designated Subjects Preliminary and Clear Full-Time Vocational Education Teaching Credentials.

(a) The minimum requirements for the issuance of an initial preliminary full-time vocational education teaching credential shall include all of the following:

(1) Verification, by employers, of five years of work experience directly related to each subject to be named on the credential and listed in Section 80035.5. Forty-eight semester units or the quarter unit equivalent of postsecondary vocational training, related to the subject to be named on the credential and verified by official transcript, may be substituted for a maximum of two of the five years of work experience. This substitution may be made on a pro rata basis up to the two year maximum. One year of the required work experience shall be within the three years immediately preceding the issuance of the preliminary credential. Except as provided below, teaching shall not be considered as acceptable work experience. For purposes of meeting the requirement of one year of work experience within the three years immediately preceding the issuance of the preliminary credential, any of the following or a combination of the following may be cumulated to total 1500 clock hours:

- (A) work experience,
- (B) vocational teaching experience,
- (C) college level related coursework,
- (D) non-college related coursework, or
- (E) an occupational internship.

(2) Verification of a high school diploma or the equivalent;

(3) Verification of knowledge of the Constitution of the United States, as specified in Education Code Section 44335, by one of the means described in Section 80415;

(4) Verification, signed by a Commission-approved LEA, or by an ESD authorized to do so by a Commission-approved LEA, that the applicant has been fully apprised of the requirements for both the preliminary and clear credentials, including Level I and Level II requirements of the program of personalized preparation.

(5) Submission of a completed Application for Credential Authorizing Public School Service (REV. 11/94); a recommendation, signed by a Commission-approved LEA or the ESD on a form approved by the Commission, verification of the applicant's qualifying work experience, the fee(s) as specified in Section 80487; verification as specified for requirements (a)(1) through (a)(5); and, unless clearance is already on file with the Commission, personal identification on duplicate fingerprint cards and the Application for Character and Identification Clearance (REV. 11/93).

(b) The minimum requirements for the continuance of a preliminary full-time vocational education teaching credential shall include all of the following:

(1) A valid initial preliminary full-time vocational education teaching credential;

(2) Verification by a Commission-approved LEA to the ESD of the successful completion of all Level I requirements of a Commission-approved program of personalized preparation. In the event that the ESD is not known to the LEA, such verification shall be provided directly to the candidate.

(c) The minimum requirements for the one-time reissuance of a preliminary full-time vocational education teaching credential shall include all of the following:

- (1) A valid preliminary full-time vocational education teaching credential;
- (2) Verification by a Commission-approved LEA of completion of all Level I and Level II requirements of a Commission-approved program of personalized preparation;
- (3) Verification of completion of the health unit requirements specified in Education Code Section 44260.8;
- (4) Submission of a completed Application for Credential Authorizing Public School Service (REV. 11/94); a recommendation signed by a Commission-approved LEA and/or the ESD on a form approved by the Commission; the fee(s) as specified in Section 80487; and verifications as specified for requirements (c)(2) through (c)(4).

(d) The minimum requirements for the clear full-time vocational education teaching credential shall include all of the following:

- (1) A valid preliminary full-time vocational education teaching credential;
- (2) Verification by the ESD of two years of successful teaching in the subject(s) and grade level(s) authorized by the preliminary vocational education teaching credential while holding the valid preliminary full-time vocational education teaching credential;
- (3) Verification by a Commission-approved LEA of completion of all Level I and Level II requirements of a Commission-approved program of personalized preparation;
- (4) Verification of completion of the health unit requirements specified in Education Code Section 44260.8;
- (5) Submission of a completed Application for Credential Authorizing Public School Service (REV. 11/94); a recommendation signed by a Commission-approved LEA and/or the ESD on a form approved by the Commission; the fee(s) as specified in Section 80487; and verifications as specified for requirements (d)(2) through (d)(5).

(e) Authorization. The preliminary or clear full-time vocational education teaching credential authorizes the holder to teach in the subject named on the credential as specified in Section 80035.5 in grades 12 and below, and in classes organized primarily for adults, in technical, trade or vocational courses, which shall be part of a program of technical, trade or vocational education.

(f) Period of Validity. The period of validity of the preliminary and clear full-time vocational education teaching credentials shall be as follows:

- (1) A preliminary full-time vocational education teaching credential issued on the basis of the applicant's satisfaction of all requirements excepting (a)(3) shall be valid for one year. The one-year preliminary full-time vocational education teaching credential shall be extended to the full five-year preliminary period upon verification of satisfaction of requirement (a)(3) and submission of a completed Application for Credential Authorizing Public School Service (REV. 11/94) and the fee(s), as specified in Section 80487;

(2) An initial preliminary full-time vocational education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (a) shall be valid for five years, but shall authorize service for no more than two years from the date of issuance of the credential unless the holder presents verification of having met requirements for continuance, by a Commission-approved LEA, to his or her ESD of the successful completion of all Level I requirements of a Commission-approved program of personalized preparation;

(3) A preliminary full-time vocational education teaching credential reissued on the basis of the applicant's satisfaction of all requirements specified in subsection (c) shall be valid for five years. Only one five-year reissuance shall be allowed to any qualifying applicant;

(4) A clear full-time vocational education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (d) shall be valid for five years.

(g) **Renewal Requirements.** A clear full-time vocational education teaching credential is renewable on the basis of submission of an Application for Credential Authorizing Public School Service (REV. 11/94) and the payment of a fee as specified in Section 80487. A clear full-time vocational education teaching credential that is initially issued on or after July 1, 1996, is renewable on the basis of submission of an Application for Credential Authorizing Public School Service (REV. 11/94), the payment of a fee as specified in Section 80487, and verification of completion of 150 clock hours of professional growth requirements as described in Section 80569.

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44252, 44253, 44256(d), 44260, 44260.1, 44260.8, 44277, and 44335, Education Code.

80035.1. Specific Requirements for and Authorization of the Designated Subjects Preliminary and Clear Part-Time Vocational Education Teaching Credential.

(a) The minimum requirements for the issuance of an initial preliminary part-time vocational education teaching credential shall include all of the following:

(1) Verification, by previous employers, of five years of work experience, directly related to each subject to be named on the credential and listed in Section 80035.5. Forty-eight semester units or the quarter unit equivalent of postsecondary vocational training, related to the subject to be named on the credential and verified by official transcript, may be substituted for a maximum of two of the five years of work experience. This substitution may be made on a pro rata basis up to the two year maximum. One year of the required work experience shall be within the three years immediately preceding the issuance of the preliminary credential. Except as provided below, teaching shall not be considered as acceptable work experience.

For purposes of meeting the requirement of one year of work experience within the three years immediately preceding the issuance of the preliminary

credential, any of the following or a combination of the following may be cumulated to total 1500 clock hours:

- (A) work experience,
 - (B) vocational teaching experience,
 - (C) college level related coursework
 - (D) non-college related coursework, or
 - (E) an occupational internship.
- (2) Verification of a high school diploma or the equivalent;
- (3) Verification, signed by a Commission-approved LEA, or by an ESD authorized to do so by a Commission-approved LEA, that the applicant has been fully apprised of the requirements for both the preliminary and clear credentials, including the program of personalized preparation;
- (4) Submission of a completed Application for Credential Authorizing Public School Service (REV. 11/94); a recommendation signed by a Commission-approved LEA or ESD on a form approved by the Commission; verification of the applicant's qualifying work experience; the fee as specified in Section 80487; verification as specified for requirements (a)(1) through (a)(4); and, unless clearance is already on file with the Commission, personal identification on duplicate fingerprint cards and the Application for Character and Identification Clearance (REV. 11/93).

(b) The minimum requirements for the continuance of a preliminary part-time vocational education teaching credential shall be all of the following:

(1) A valid initial preliminary part-time vocational education teaching credential;

(2) Verification by a Commission-approved LEA to the ESD of the successful completion of all Level I requirements of a Commission-approved program of personalized preparation. In the event that the ESD is not known to the LEA, such verification shall be provided directly to the candidate.

(c) The minimum requirements for the one-time reissuance of a preliminary part-time vocational education teaching credential shall include all of the following:

- (1) A valid preliminary part-time vocational education teaching credential;
- (2) Verification by a Commission-approved LEA of completion of all Level I requirements of a Commission-approved program of personalized preparation;
- (3) Verification of completion of the health unit requirements specified in Education Code Section 44260.8;

(4) Submission of a completed Application for Credential Authorizing Public School Service (REV. 11/94); a recommendation signed by a Commission-approved LEA and or the ESD on a form approved by the Commission; the fee(s) as specified in Section 80487; and verifications as specified for requirements (c)(2) through (c)(4).

(d) The minimum requirements for the clear part-time vocational education teaching credential shall include all of the following:

- (1) A valid preliminary vocational education teaching credential;

(2) Verification by the ESD of two years of successful teaching in the subject(s) and grade level(s) authorized by the preliminary vocational education teaching credential;

(3) Verification by a Commission-approved LEA of completion of all Level I requirements of a Commission-approved program of personalized preparation;

(4) Verification of completion of the health unit requirements specified in Education Code Section 44260.8;

(5) Submission of a completed Application for Credential Authorizing Public School Service (REV. 11/94); a recommendation signed by a Commission-approved LEA and/or the ESD on a form approved by the Commission; the fee as specified in Section 80487; and verification of requirements as specified in (d)(2) through (d)(5).

(e) Authorization. The preliminary or clear part-time vocational education teaching credential authorizes the holder to teach not more than half-time in the subject named on the credential in grades 12 and below, and in classes organized primarily for adults, in technical, trade or vocational courses which shall be part of a program of technical, trade or vocational education. For the purpose of this credential, half-time for the holder of this credential who teaches in only one school district shall not exceed one-half of a full-time assignment for vocational educators in that school district. Half-time for the holder of this credential who teaches in more than one school district shall not exceed one-half of the greatest number of hours considered to be a full-time assignment for vocational educators in any one of the districts.

(f) Period of Validity. The period of validity of the preliminary and clear part-time vocational education teaching credential shall be as follows:

(1) An initial preliminary part-time vocational education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (a) shall be valid for five years, but shall authorize service for no more than two years from the date of issuance of the credential unless the holder presents verification of having met requirements for continuance, by a Commission-approved LEA, to his or her ESD of the successful completion of all Level I requirements of a Commission-approved program of personalized preparation;

(2) A preliminary part-time vocational education teaching credential reissued on the basis of the applicant's satisfaction of all requirements specified in subsection (c) shall be valid for five years. Only one five-year reissuance shall be allowed to any qualifying applicant;

(3) A clear part-time vocational education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (d) shall be valid for five years.

(g) Renewal Requirements. A clear part-time vocational education teaching credential is renewable on the basis of submission of an Application for Credential Authorizing Public School Service (REV. 11/94) and the payment of a fee as specified in Section 80487. A clear part-time vocational education teaching credential that is initially issued on or after July 1, 1996, is renewable on the basis of submission of an Application for Credential Authorizing Public

School Service (REV. 11/94); the payment of a fee as specified in Section 80487; two years of work experience, completed during the five year period of validity of the clear credential, directly related to the subject named on the credential; and verification of completion of professional growth requirements as described in Section 80569.

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44256(d), 44260.5, 44260.8, and 44277, Education Code.

80035.5. Subject Classification System for Designated Subjects Vocational Education Teaching Credentials

(a) LEAs and or ESDs shall recommend applicants for designated subjects vocational education teaching credentials in one of the following subjects:

accounting occupations; agriculture business management and marketing; agriculture mechanics; airframe and powerplant mechanics; amusement and theme park occupations; animal care; animal control; animal production; athletic trainer; automotive body repair and refinishing; automotive brake installation and repair; automotive electrical systems service and repair; automotive heating and air-conditioning service; automotive mechanics; automotive parts counterperson; automotive suspension and steering repair; automotive transmission and transaxle service and repair; avionics; banking; barbering; bicycle repair; biomedical equipment technology; boat building; business management; carpentry; child care; clothing, alteration and repair; commercial art; commercial diving; commercial photography; communications electronics; computer applications; computer assisted manufacturing; computer electronics; computer maintenance and repair; computer programming; computer systems operation; concrete placing and finishing; construction equipment operation; construction inspection; control system maintenance and repair; cosmetology; court reporting; crop production; custodial services; customer service representative; dental services; diesel equipment mechanics; dietetics and nutrition service; drafting occupations; drywall installation; elderly care services (non-medical); electric motor repair; electrical power distribution; electrician; electronic consumer products service; electronic publishing; electronics assembly; energy, environment and resource management; engine performance technician; event and conference planning; fabric maintenance services; family and human service occupations; fashion design; fashion manufacturing (factory and custom); fashion merchandising; financial management and services; fire control and safety; fire fighting; floor covering installation; floriculture and floristry; food and beverage production and preparation; food and beverage services; forestry, natural resources and rural recreation; foundry work; furniture making, finishing and refinishing; general contracting; glazing; hazardous materials occupations; health care biotechnology services; health care diagnostic services; health care information services; health care preventive services; health care supportive services; heating, air-conditioning and ventilation installation and service; heavy equipment maintenance and repair; hotel and lodging occupations;

hybrid microelectronics; income tax preparation; industrial ceramics manufacturing; industrial electronics; industrial maintenance; information processing; information systems management; instrument repair; insurance occupations; interior design; interior maintenance (residential and commercial); international trade; jewelry design, fabrication, and repair; landscaping; law enforcement occupations; legal office occupations; locksmithing and safe repair; machine tool operation and machine shop; major appliance repair; manicuring and pedicuring; marine power plant maintenance and repair; marketing; masonry; medical office services; metal fabrication; millwork and cabinet making; motor sweeper operator; motorcycle service and repair; multimedia production; nursing services; office occupations; optical goods work; ornamental nursery operation; painting-construction; pipefitting and steamfitting; plastering; plastics and composites manufacturing occupations; plumbing; pool and spa service; printing and graphics occupations; product development, testing and demonstration; protective and security services; real estate; recreation; refrigeration installation and maintenance; residential and commercial repair and remodeling; robotics; roofing; secretary/stenographer; sheet metal fabrication; shoe repair; small appliance repair; small business ownership and/or management; small engine service and repair; stage technology; structural and reinforcement ironwork; structural pest control; surveying; teaching/teacher aide; technical illustration; telecommunications; textile design; textile production and fabrication; therapeutic services; tile setting; tool and die making; tow truck operation; travel services; truck and bus driving; upholstering; warehousing; water treatment; welding; other vocational, trade, or technical occupation (specify).

(b) From time to time the Executive Director of the Commission on Teacher Credentialing may establish new subjects, each of which shall be brought to the Commission on Teacher Credentialing on a regular basis for inclusion in Section 80035.5(a).

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44260, 44260.1, and 44260.5, Education Code.

80036. Specific Requirements for and Authorization of the Full-time Designated Subjects Preliminary and Clear Adult Education Teaching Credential.

(a) The minimum requirements for the issuance of an initial preliminary full-time adult education teaching credential shall include all of the following:

(1) Verification of five years of experience and/or education related to each subject to be named on the credential. The experience and/or education shall meet the criteria specified in Section 80036.2.

(2) Verification of a high school diploma or the equivalent;

(3) Verification of knowledge of the Constitution of the United States, as specified in Education Code Section 44335, by one of the means described in Section 80415;

(4) Verification of passage of the California Basic Educational Skills Test, as specified in Education Code Section 44252. Applicants for an adult

education teaching credential authorizing the teaching of adults in an apprenticeship program, approved by the Apprenticeship Standards Division of the Department of Industrial Relations, or in a non-academic subject are exempt from this requirement;

(5) Verification, signed by a Commission-approved LEA, or by an ESD authorized to do so by a Commission-approved LEA, that the applicant has been fully apprised of the requirements for both the preliminary and clear credentials, including Level I and Level II requirements of the program of personalized preparation;

(6) Submission of a completed Application for Credential Authorizing Public School Service (REV. 11/94); a recommendation signed by a Commission-approved LEA or the ESD on a form approved by the Commission; verification of the applicant's qualifying experience, if experience is offered in partial satisfaction of requirements; the fee as specified in Section 80487; verification as specified for requirements (a)(1) through (a)(5); and, unless clearance is already on file with the Commission, personal identification on duplicate fingerprint cards and the Application for Character and Identification Clearance (REV. 11/93).

(b) The minimum requirements for the continuance of a preliminary full-time adult education teaching credential shall include all of the following:

(1) A valid initial preliminary full-time adult education teaching credential;

(2) Verification by a Commission-approved LEA to the ESD of the successful completion of all Level I requirements of a Commission-approved program of personalized preparation. In the event that the ESD is not known to the LEA, such verification shall be provided directly to the candidate.

(c) The minimum requirements for the one-time reissuance of a preliminary full-time adult education teaching credential shall include all of the following:

(1) A valid preliminary full-time adult education teaching credential;

(2) Verification by a Commission-approved LEA of completion of all Level I and Level II requirements of a Commission-approved program of personalized preparation;

(3) Verification of completion of the health education unit requirements specified in Education Code Section 44260.8;

(4) Submission of a completed Application for Credential Authorizing Public School Service (REV. 11/94); a recommendation signed by a Commission-approved LEA and/or the ESD on a form approved by the Commission; the fee(s) as specified in Section 80487; and verifications as specified for requirements (c)(2) through (c)(4).

(d) The minimum requirements for the clear full-time adult education teaching credential shall include all of the following:

(1) A valid preliminary adult education teaching credential.

(2) Verification by the ESD of two years of successful teaching adult learners in the subject(s) authorized by the preliminary adult education teaching credential while holding the valid preliminary full-time adult education teaching credential;

(3) Verification by a Commission-approved LEA of completion of all Level I and Level II requirements of a Commission-approved program of personalized preparation;

(4) Verification of completion of the health unit requirement specified in Education Code Section 44260.8;

(5) Submission of a completed Application for Credential Authorizing Public School Service (REV. 11/94); a recommendation signed by the Commission-approved LEA and/or the ESD on a form approved by the Commission; the fee as specified in Section 80487; and verification as specified for requirements (d)(2) through (d)(5).

(e) Authorization. The preliminary or clear full-time adult education teaching credential authorizes the holder to teach the subjects named on the credential as specified in Section 80036.3 in courses organized primarily for adults.

(f) Period of Validity. The period of validity of the preliminary and clear full-time adult education teaching credentials shall be as follows:

(1) A preliminary full-time adult education teaching credential issued on the basis of the applicant's satisfaction of all requirements excepting (a)(3) shall be valid for one year. The one-year preliminary adult education teaching credential shall be extended to the full five-year preliminary period upon verification of satisfaction of requirement (a)(3) and submission of a completed Application for Credential Authorizing Public School Service (REV. 11/94) and the fee, as specified in Section 80487;

(2) An initial preliminary full-time adult education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (a) shall be valid for five years, but shall authorize service for no more than two years from the date of issuance of the credential unless the holder presents verification of having met requirements for continuance, by a Commission-approved LEA, to his or her ESD of the successful completion of all Level I requirements of a Commission-approved program of personalized preparation;

(3) A preliminary full-time adult education teaching credential reissued on the basis of the applicant's satisfaction of all requirements specified in subsection (c) shall be valid for five years. Only one five-year reissuance shall be allowed to any qualifying applicant.

(4) A clear full-time adult education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (d) shall be valid for five years.

(g) Renewal Requirements. A clear full-time adult education teaching credential is renewable on the basis of submission of an Application for Credential Authorizing Public School Service (REV. 11/94), the payment of a fee as specified in Section 80487. A clear full-time adult education teaching credential that is initially issued on or after July 1, 1996, is renewable on the basis of submission of an Application for Credential Authorizing Public School Service (REV. 11/94), the payment of a fee as specified in Section 80487, and

verification of completion of 100 clock hours of professional growth requirements as described in Section 80567.

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44252, 44253, 44260.2, 44260.3, 44260.8, 44277, and 44335, Education Code.

80036.1. Specific Requirements for and Authorization of the Designated Subjects Preliminary and Clear Part-time Adult Education Teaching Credential

(a) The minimum requirements for the issuance of an initial preliminary part-time adult education teaching credential shall include all of the following:

(1) Verification of five years of experience and/or education related to each subject to be named on the credential and listed in Section 80036.3. The experience and/or education shall meet the criteria specified in Section 80036.2;

(2) Verification of a high school diploma or the equivalent;

(3) Verification of passage of the California Basic Educational Skills Test, as specified in Education Code Section 44252. Applicants for an adult education teaching credential authorizing the teaching of adults in an apprenticeship program or in a non-academic subject are exempt from this requirement;

(4) Verification, signed by a Commission-approved LEA, or by an ESD authorized to do so by a Commission-approved LEA, that the applicant has been fully apprised of the requirements for both the preliminary and clear credentials, including the program of personalized preparation;

(5) Submission of a completed Application for Credential Authorizing Public School Service (REV. 11/94); a recommendation signed by a Commission-approved LEA or the ESD on a form approved by the Commission; verification of the applicant's qualifying experience and education; the fee as specified in Section 80487; verifications as specified for requirements (a)(1) through (a)(5); and, unless clearance is already on file with the Commission, personal identification on duplicate fingerprint cards and the Application for Character and Identification Clearance (REV. 11/93).

(b) The minimum requirements for the continuance of a preliminary part-time adult education teaching credential shall be all of the following:

(1) A valid initial preliminary part-time adult education teaching credential;

(2) Verification by a Commission-approved LEA to the ESD of the successful completion of all Level I requirements of a Commission-approved program of personalized preparation. In the event that the ESD is not known to the LEA, such verification shall be provided directly to the candidate.

(c) The minimum requirements for the one-time reissuance of a preliminary part-time adult education teaching credential shall include all of the following:

(1) A valid preliminary part-time adult education teaching credential;

(2) Verification by a Commission-approved LEA of completion of all Level I requirements of a Commission-approved of personalized preparation;

(3) Verification of completion of the health unit requirements specified in Education Code Section 44260.8;

(4) Submission of a completed Application for Credential Authorizing Public School Service (REV. 11/94); a recommendation signed by a Commission-approved LEA and or the ESD on a form approved by the Commission; the fee(s) as specified in Section 80487; and verifications as specified for requirements (c)(2) through (c)(4).

(d) The minimum requirements for the clear part-time adult education teaching credential shall include all of the following:

(1) A valid preliminary adult education teaching credential;

(2) Verification by the ESD of two years of successful teaching adult learners in the subject(s) authorized by the preliminary adult education teaching credential;

(3) Verification by a Commission-approved LEA of completion of all Level I requirements of a Commission-approved program of personalized preparation;

(4) Verification of completion of the health unit requirements specified in Education Code Section 44260.8.

(5) Submission of a completed Application for Credential Authorizing Public School Service (REV. 11/94); a recommendation signed by a Commission-approved LEA and/or the ESD on a form approved by the Commission; the fee as specified in Section 80487; and verification as specified for requirements (d)(2) through (d)(5).

(e) Authorization. The preliminary or clear part-time adult education teaching credential authorizes the holder to teach not more than half-time in the subject named on the credential in courses organized primarily for adults. For the purpose of this credential, half-time for the holder of this credential who teaches in only one school district shall not exceed one-half of a full-time assignment for adult educators in that school district. Half-time for the holder of this credential who teaches in more than one school district shall not exceed one-half of the greatest number of hours considered to be a full-time assignment for adult educators in any one of the districts.

(f) Period of Validity. The period of validity of the preliminary and clear part-time adult education teaching credentials shall be as follows:

(1) An initial preliminary part-time adult education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (a) shall be valid for five years—but shall authorize service for no more than two years from the date of issuance of the credential unless the holder presents verification of having met requirements for continuance, by a Commission-approved LEA, to his or her ESD of the successful completion of all Level I requirements of a Commission-approved program of personalized preparation;

(2) A preliminary part-time adult education teaching credential reissued on the basis of the applicant's satisfaction of all requirements specified in subsection (c) shall be valid for five years. Only one five-year reissuance shall be allowed to any qualifying applicant;

(3) A clear part-time adult education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (d) shall be valid for five years.

(g) **Renewal Requirements.** A clear part-time adult education teaching credential is renewable on the basis of submission of an Application for Credential Authorizing Public School Service (REV. 11/94); and the payment of a fee as specified in Section 80487. A clear part-time adult education teaching credential that is initially issued on or after July 1, 1996, is renewable on the basis of submission of an Application for Credential Authorizing Public School Service (REV. 11/94); the payment of a fee as specified in Section 80487 and verification of completion of professional growth requirements as described in Section 80567.

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44260.5, 44260.8, and 44277, Education Code.

80036.2. Qualifying Experience and/or Education for the Designated Subjects Adult Education Teaching Credential.

(a) Qualifying experience, or experience and education, or education, for an adult education credential authorizing the teaching of a non-academic subject shall meet one of the criteria described in the table below:

Education and/or Training	Years of Subject-Related Experience Required
High School Diploma or equivalent	+ 5 years
Twenty four semester units of collegiate course work, including a minimum four semester units in the subject to be taught	+ 4 years
Forty eight semester units of collegiate course work, including a minimum eight semester units in the subject to be taught	+ 3 years
Seventy two semester units of collegiate course work, including a minimum twelve semester units in the subject to be taught.....	+ 2 years
Ninety six semester units of collegiate course work, including a minimum sixteen semester units in the subject to be taught.....	+ 1 year
Baccalaureate degree with subject matter in the field to be taught verified by at least one of the following.....	+ 0 years
Completion of 20 semester units or 10 upper division semester units in the subject to be taught.	

(b) Qualifying education for an adult education credential authorizing the teaching of an academic subject shall include a baccalaureate or higher degree completed at a regionally accredited college or university and completion of 20 semester units or 10 upper division semester units in the subject to be taught.

(c) Qualifying education for an adult education credential authorizing the teaching of English as a Second Language shall include a baccalaureate or higher degree completed at a regionally accredited college or university and

completion of 20 semester units or 10 upper division semester units in one or any combination of the following:

- (1) Teaching English as a Second Language (TESL);
- (2) Teaching English to Speakers of Other Languages (TESOL);
- (3) English;
- (4) any language other than English;
- (5) linguistics;
- (6) bilingual/bicultural studies;
- (7) teaching reading;
- (8) speech.

(d) Qualifying education for an adult education credential authorizing the teaching of Elementary and Secondary Basic Skills shall include a baccalaureate or higher degree completed at a regionally accredited college or university and completion of 20 semester units with at least three units in four of the following six areas: English, mathematics, science, social sciences, fine arts and a foreign language.

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44260.2, 44260.3, and 44260.5, Education Code.

80036.3. Subject Classification System for Designated Subjects Adult Education Teaching Credentials.

(a) LEAs and or ESDs shall recommend applicants for designated subjects adult education teaching credentials in a subject(s) contained within the categories that follow:

Category	Subject (to be named on the credential)
Adults with Disabilities	adaptive arts and crafts; adaptive computer technology; adaptive physical education; health; self-maintenance skills; other (specify)
Elementary and Secondary Basic Skills	elementary and secondary basic skills (includes basic education-grades one through eight; arithmetic; reading; individualized high school learning lab/G.E.D./contract class settings; citizenship); other (specify)
English	English
English as a Second Language	English as a second language
Fine Arts	fine arts
A Language Other than English (specify)	a specific language, other than English

Health and Safety	CPR; environmental safety; first aid; health education; nutrition; physical fitness and conditioning; safety education; other (specify)
Home Economics	arts and crafts; clothing construction; consumer education; decorative arts; dietetics and food management; nutrition; food preparation; home management; interior design; textiles; upholstery; other (specify)
Mathematics	mathematics
Older Adults	communication skills; creative arts; health; performing arts; physical fitness; public affairs; retirement planning; safety; self-maintenance; other (specify)
Parent Education	parent education; childbirth education; human development; family management; other (specify)
Science	life science, including general science; physical science, including general science; other (specify)
Social Sciences	social sciences
Vocational Education	aeronautics; agriculture; bookkeeping and accounting; building and construction trades; business management; career development; computer applications; computer programming; computer systems operation; computer technology; cosmetology; electronics technology; financial services; health occupations; industrial technology; information processing/keyboarding; marine technology; marketing; nursing; office occupations; small business ownership/management; other (specify)

(b) From time to time the Executive Director of the Commission on Teacher Credentialing may establish new categories or subjects, each of which shall be brought to the Commission on Teacher Credentialing on a regular basis for inclusion in Section 80036.3(a).

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44260.2, 44260.3, and 44260.5, Education Code.

80036.5. Effect of Changes Upon Certain Holders of Designated Subjects Teaching Credentials.

A preliminary Designated Subjects Adult Education Teaching Credential or a preliminary Designated Subjects Vocational Education Teaching Credential which was issued prior to effective date of this Section shall remain in force as long as it is valid and shall be renewed, provided all requirements for renewal are met in accordance with the requirements that were in effect at the time that credential was issued.

NOTE: Authority cited: Section 44225, Education Code. Reference Section 44225, Education Code.

80040. General Requirements for Designated Subjects Programs of Personalized Preparation.

(a) A LEA desiring to offer a program of personalized preparation for the designated subjects teaching credential or for the designated subjects supervision and coordination credential shall file with the Commission on Teacher Credentialing an application for approval, signed by the Chief Administrative Officer of the agency or agencies constituting the LEA. This application shall include a complete description of how the program will meet each standard of program quality and effectiveness with a particular focus upon how the LEA proposes to assure that candidates will acquire the competencies, skills and knowledge required.

(b) The Commission will approve programs after the review of the application, when such application reflects that the program submitted by the LEA meets the requirements. Programs will be monitored by the Commission to determine if the requirements are being met.

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44260.1, 44260.3, and 44260.5, Education Code.

80040.1. Cooperative Planning for and Implementation of the Program of Personalized Preparation.

(a) The purpose of the program of personalized preparation is to ensure that holders of designated subjects credentials possess competencies, skills and knowledge in accordance with Commission-approved standards of program quality and effectiveness.

(b) The planning for the program of personalized preparation shall include the applicant, the ESD and the LEA. Great care shall be taken to include those program components which are specific to the background and present assignment needs of the applicant.

(c) In the event of a difference of opinion between the LEA and an ESD as to whether a program of personalized preparation has been completed, the holder of a preliminary designated subjects credential may file an appeal pursuant to Article 6.

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44260.1, 44260.3, and 44260.5, Education Code.

80040.2. Specific Requirements for Programs of Personalized Preparation for the Designated Subjects Adult Education Teaching Credential.

(a) The application for Commission approval of programs of personalized preparation for the designated subjects adult education teaching credential shall specify the skills and knowledge to be required of the candidate, for recommendation for the specific credential as follows:

(1) Level I requirements for the designated subjects adult education teaching credential: a minimum of four semester units or 60 clock hours of instruction in the following areas:

(A) Diversity in Students and Communities (including, but not limited to, understanding of student differences; respect for diversity; and mainstreaming);

(B) Adult Learning Process (including, but not limited to, principles and practices of adult learning; adaptation of instruction to student differences; problem solving and critical thinking skills; flexible instructional planning; encouragement of positive student attitudes toward learning; and instruction relevant and appropriate to the interests and needs of adult learners);

(C) Instructional Practices (including, but not limited to, awareness and use of instructional practices that are appropriate for students' abilities and skills; use of a variety of instructional strategies, including the use of computers in an instructional setting; student motivation; promotion of excellence and involvement; and classroom management);

(D) Evaluation of Instruction and Student Achievement (including, but not limited to, understanding of relationship between evaluation results and the selection of instructional content; and ability to monitor and evaluate student progress);

(E) Interpersonal Relations (including, but not limited to, self-esteem and respect; and effective communication with students);

(2) Level II requirements for the designated subjects adult education teaching credential: a minimum of five semester units or 75 clock hours of instruction in the following areas:

(A) Diversity in Students and Communities (including, but not limited to, understanding and sensitivity toward the cultural heritage; community values and individual aspirations of diverse students);

(B) Instructional Technology (including, but not limited to, lesson planning; use of a variety of materials, equipment and technologies; ability to use computers and accompanying technology; knowledge and ability to use appropriate technology);

(C) Curriculum (including, but not limited to, development of course outlines; and preparation of lesson plans);

(D) Evaluation of Instruction and Student Achievement (including, but not limited to, use of a variety of techniques to determine student needs; determination and communication to students of appropriate achievement criteria);

(E) Counseling and Guidance (including, but not limited to, knowledge of a variety of counseling and guidance services; and identification of specific services to assist students);

(F) Community, Legislative and Occupational Relationships (including, but not limited to, roles of governing boards and advisory councils; effective marketing techniques; awareness and utilization of career information; the legislative process and its effect on adult education; awareness of relevant laws and regulations; and funding sources);

(G) Interpersonal Relation (including, but not limited to, understanding of adult developmental stages; motivational, group facilitation and conflict resolution skills).

(b) The LEA is responsible to work cooperatively with ESDs in implementing each and all components of the program in a manner that is responsive to the personalized needs of the designated subjects participants.

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44260.3, and 44260.5, Education Code.

80040.2.5. Instructional Practices Component of Programs of Personalized Preparation for the Designated Subjects Adult Education Teaching Credential.

(a) The instructional practices component of the program of personalized preparation for the designated subjects adult education teaching credential in any subject within the category specified below shall include demonstrated competence in the following:

(1) Adults with Disabilities: instructional strategies, activities and materials that are appropriate to the teaching of adults with disabilities.

(2) English as a Second Language: language structure, second language acquisition and development, and instructional strategies, activities and materials that are appropriate to the teaching of English as a Second Language to adult learners.

(3) Older Adults: instructional strategies, activities and materials that are appropriate to the teaching of older adults.

(b) The instructional practices component of the program of personalized preparation for applicants for the designated subjects adult education teaching credential in any subject who wish to teach in programs that primarily serve older adults shall include instructional strategies, activities and materials that are appropriate to the teaching of older adults.

(c) The instructional practices component of the program of personalized preparation for applicants for the designated subjects adult education teaching credential in any subject who wish to teach in programs that primarily serve adults with disabilities shall include instructional strategies, activities and materials that are appropriate to the teaching of adults with disabilities.

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44260.3, and 44260.5, Education Code.

80040.2.7. Timeline for Submission of Revised Programs of Personalized Preparation for the Designated Subjects Adult Education Teaching Credential.

An LEA with a program of personalized preparation for the Designated Subjects Adult Education Teaching Credential that received Commission approval prior to the effective date of this section shall submit a revised application for approval within one calendar year from the effective date of this section. The Commission will approve revised programs after review of the application when such application reflects that the revised program submitted by the LEA meets requirements.

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44260.3, and 44260.5, Education Code.

80042. Specific Requirements for Programs of Personalized Preparation for the Designated Subjects Vocational Education Teaching Credential.

(a) The application for Commission approval of programs of personalized preparation for the designated subjects vocational education teaching credential shall include a description of the required supervised occupational student teaching component of the program and shall specify the skills and knowledge to be required of the candidate, for the recommendation for the specific credential as follows:

(1) Level I requirements for the designated subjects vocational education teaching credential: a minimum of 6 semester units or 90 clock hours of instruction in the following areas:

(A) Learning and instruction (including, but not limited to, basic learning theory, methods of teaching, and instructional technology including the use of computers in an instructional setting, and introduction to special needs);

(B) Classroom management (including, but not limited to, the implementation of safe and legal practices, discipline, class control and record keeping);

(C) Curriculum (including, but not limited to, objectives development, lesson planning, course materials preparation, and safety and legal responsibilities); and

(D) Student evaluation (including, but not limited to, teacher generated testing processes).

(2) Level II requirements for the designated subjects vocational education teaching credential: a minimum of 6 semester units or 90 clock hours of instruction in the following areas:

(A) Foundations, (including, but not limited to, history and philosophy of education, scope and function of education, community relations, leadership development, and advisory groups);

(B) Learning and instruction (including, but not limited to, advanced teaching methods and strategies, instructional technology; student motivation reinforcement and feedback);

(C) Vocational classroom management (including, but not limited to, proper learning environment, maintenance and facility management, program budgeting and inventory);

(D) Curriculum (including, but not limited to, needs assessment and the integration of academic skills);

(E) Evaluation (including, but not limited to, evaluation of instruction and program evaluation); and

(F) Special needs (including, but not limited to, handicapping conditions, multicultural education, language development, gender equity and mainstreaming).

(b) The LEA is responsible to work cooperatively with ESDs in implementing each and all components of the program in a manner that is responsive to the personalized needs of the designated subjects participants.

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44260.1, and 44260.5, Education Code.

80042.5. Timeline for Submission of Revised Programs of Personalized Preparation for the Designated Subjects Vocational Education Teaching Credential.

An LEA with a program of personalized preparation for the Designated Subjects Vocational Education Teaching Credential that received Commission-approval prior to the effective date of this section shall submit a revised application for approval within one calendar year from the effective date of this section. The Commission will approve revised programs after review of the application when such application reflects that the revised program submitted by the LEA meets requirements.

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44260.1, and 44260.5, Education Code.

Article 7. Requirements and Procedures for Renewing Professional Clear Multiple and Single Subject Teaching Credentials, Service or Specialist Credentials, and Designated Subjects Adult and Vocational Education Teaching Credentials

80567. Professional Growth Requirements for Designated Subjects Adult Education Teaching Credentials.

The provisions of Section 80550(a) and Sections 80552 through 80562 shall govern professional growth requirements for Designated Subjects Adult Education Teaching Credentials, with the following exceptions and additions:

(a) The holder of a Designated Subjects Adult Education Teaching Credential that authorizes teaching only non-academic subjects shall not be required to select a professional growth advisor who possesses a baccalaureate degree as specified in Section 80556(b).

(b) The domains of professional growth, as defined in Section 80558(b), shall be expanded to include adult learners.

(c) The categories of professional growth activities, as defined in Section 80558(c), shall be expanded for the holder of a Designated Subjects Adult

Education Teaching Credential that authorizes teaching a non-academic subject, to include technical training or work experience in the non-academic subject named on the credential.

(d) For the clear part-time Designated Subjects Adult Education Teaching Credential, submission of a professional growth plan and record that verifies completion of 50 hours of approved professional growth activities shall be required.

(e) The one-half year of successful service specified in Section 80552(a) shall not be required.

(f) The chief administrative officer (or designee) of a public agency, some of whose employees are required to hold a valid Designated Subjects Adult Education Teaching Credential, may designate one or more persons to be professional growth advisors. However, the credential holder is responsible for selecting an appropriate advisor. Subject matter compatibility, interest in special topics, interactive skills, proximity of the advisor and advisor workload should be considered by the credential holder when selecting an advisor.

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44225, 44252(a), 44260.3, and 44277, Education Code.

80569. Professional Growth Requirements for Designated Subjects Vocational Education Teaching Credentials.

The provisions of Section 80550(a) and Sections 80552 through 80562 shall govern professional growth requirements for Designated Subjects Vocational Education Teaching Credentials, with the following exceptions and additions:

(a) The professional growth advisor shall not be required to possess a baccalaureate degree as specified in Section 80556(b).

(b) The categories of professional growth activities, as defined in Section 80558(c), shall be expanded to include technical training or work experience in the subject named on the credential.

(c) For the clear part-time Designated Subjects Vocational Education Teaching Credential, submission of a professional growth plan and record that verifies completion of 75 hours of approved professional growth activities shall be required.

(d) The one-half year of successful service specified in Section 80552(a) shall not be required.

(e) The chief administrative officer (or designee) of a public agency, some of whose employees are required to hold a valid Designated Subjects Vocational Education Teaching Credential, may designate one or more persons to be professional growth advisors. However, the credential holder is responsible for selecting an appropriate advisor. Subject matter compatibility, interest in special topics, interactive skills, proximity of the advisor and advisor workload should be considered by the credential holder when selecting an advisor.

NOTE: Authority cited: Section 44225, Education Code. Reference Sections 44225, 44252(a), 44260.1, and 44277, Education Code.